



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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MEMORANDUM

#06-20

TO: All Department & School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: June 6, 2006

SUBJECT: DELMARVA POWER JUNE '06 ELECTRICITY PAYMENTS

ATTENTION – All Delmarva Power Customers - We have been notified by Delmarva Power that effective with the first scheduled meter reading date, on or after 06/07/06, you will receive separate bills for electric supply and delivery service. Direct Energy will bill for energy supply and Delmarva Power will bill for delivery service.

In order for you to pay your power bills for the month of **June**, we encourage you to set up payment in the following manner.

1. Decrease your current purchase order (P.O.) to Delmarva Power to zero.
2. Set up an Open Order P.O. for your entire estimated June electric bill. The Open Order P.O. will allow you to pay both vendors from the same P.O.
3. Send all Open Order P.O.s to the attention of Van Link, in this office. He will coordinate the documents with the Office of Management and Budget for prompt approval.

Beginning with the new fiscal year, please set up separate P.O.s to these vendors. All P.O.s set up as Open Orders for electrical service as of July 1, 2006, will be rejected by this office.

TLN:eed